

PURPOSE PLANNING

↳ MISSION (what)

- Maps out WHAT you do
- Includes WHY you do it (purpose)
- Set in present NOW
- Shows HOW you do it
- Includes special WAY you do it
- Outlines benefits &
- Needs met (value provided)

↳ VISION (where)

- Visualize where you are going
- Inspire -what success looks like
- Set in future –the ultimate goal
- Images & words
- Objectives (goals)
- Needs of the world

PURPOSE (why)

↳ UNLOCK purpose

- Understand yourself
- Need to chase
- Love to learn about
- Often lose track of time
- Change you want to make
- Keep wanting to build

↳ Follow VALUES:

- Vital core values
- Always point the way
- Lead to what matters
- Understand personal values
- Express authentic self
- Strengths of character

PLAN GOALS (how)

↳ Set goals that WORK

- Why? - passion & purpose
- Objectives - WHAT is the *right* direction?
- Reveal meaningful measures →
- Key results – HOW to get there?

↳ Goals that work Part two

- Written
- On target
- Really SMART →
- Keep you motivated

- Metrics
- Explain how many or much
- Add check marks to a chart
- Steps to completion
- Use numbers
- Rating scales
- Examples

- Specific
- Measurable
- Attainable
- Relevant
- Time bound

YEARLY ANNUAL REVIEW

- | | |
|------------------|--------------------------|
| +Look for GEMS | -Time LOST |
| • Goals achieved | • Lessons learned |
| • Experiences | • Obstacles & challenges |
| • Milestones | • Solutions |
| • Set new goals | • Time wasted |
- see Annual Review

- Review ◀ II ▶ Plan
- Purpose Planning
 - Look at priorities →
 - ↳ Are VIP AIMS still:
Relevant, Productive,
Meaningful, Significant?
 - Note effectiveness of
productivity elements
 - Set & plan new goals
- ↑ see above

www.dailyplanit.com

PLAN IT

- Plan year | month | week | day
- Look at possibilities
- Act – schedule next steps
- Note time available
- Tend to FOCUS →
- Include incoming tasks in system
- Manage energy with regular routine
- Examine progress with a REVIEW →
- Find flow
- Observe outcomes
- Concentrate
- Utilize strengths
- Stop distractions
- Review progress
- Explore options
- View calendar & tasks
- Important work #1
- Examine priorities
- What's next?

PRIORITIES

↳ What are not urgent but *important* VIP AIMS? → see purpose planning

- | | | | |
|--------------------|-------------------------|------------------------|--------------------------|
| • Values | • Increase well-being → | PURPOSE | PEOPLE |
| • Pursue purpose → | • Active | • Awareness | • Share |
| • Inspiring | • Meaningful | • Spirituality | • Emotional intelligence |
| • Solutions | • Plan purpose & goals | • Inspire motivation | • Authentic connection |
| | • Inspire motivation | • Resolve to persevere | • Relate |
| | • Establish habits | • Communicate well | • Help others |

BIG impact and HIGH engagement

↳ Will it provide BIG impact?

- Bold change
- Impressive influence
- Great movement

↳ Will it provide HIGH engagement?

- Harness strengths
- Involve imagination
- Growth & development
- Have intrinsic rewards

RETURN ON INVESTMENT

↳ Will it provide good return

- Gain
- Revenue
- Appeal
- Impact
- Needs met

↳ compared to Required Resources?

- Size
- Time
- Energy
- Access
- Money

DO IT

ACT

- Set the pace
- Take breaks in a rhythm
- Actively motivate →
- Regroup and recharge
- Take time to review and plan
- Myers-Briggs personality type
- Outcomes
- Tangible or intangible
- Intrinsic or extrinsic
- Values
- Examine rewards & consequences

www.dailyplanit.com